POSITION POSTING #	**L24-70**
POSITION:	**Medical Records Health Information Management Professional**
UNIT:	**Medical Records**
STATUS:	**Part-Time**
START DATE:	**As soon as possible**
SALARY RANGE:	**$29.19 - $34.35**

POSITION SUMMARY:

As part of the Health Records Department, the HIM professional is responsible for the timely and accurate coding and abstracting of all acute inpatient (DAD) charts and required ambulatory care (NACRS) charts and ensures submission to CIHI within MOHLTC mandated deadlines.

QUALIFICATIONS:
- ➤ Post-secondary diploma in Health Information Management
- ➤ Certified in Health Information Management through Canadian College of Health Information Management
- ➤ 1 to 2 years previous experience in management of health information and coding and abstracting data contained in patient charts.

EFFORT:
- ➤ Moderate degree of Physical Effort
- ➤ Average degree of mental effort and analysis

POSITION-SPECIFIC RESPONSIBILITIES AND TASKS:
- ➤ Excellent oral and written skills
- ➤ Excellent knowledge of anatomy and physiology
- ➤ Attention to detail
- ➤ Coding and abstracting inpatient, emergency and day surgery health records and submission of coded data to CIHI.
- ➤ Chart assembly, Qualitative Analysis and tracking of patient records, submission of electronic newborn registrations.
- ➤ Release of information and logging of requests.
- ➤ Work with doctors and senior management re: stats, audits, minutes
- ➤ Ensure data quality within the Cerner system and troubleshooting issues.
- ➤ Monitoring and managing duplicate patient numbers/one patient one record.
- ➤ Lead, support or participate in key activities or action plans as identified on applicable Operational Plans.
- ➤ Active member of applicable team/unit/department meetings and huddles.

Interested applicants are asked to apply, in writing, complete with full resume, indicating their qualifications and pertinent skills to: Human Resources

Listowel Wingham Hospitals Alliance

careers@lwha.ca

PLEASE REFERENCE POSITION POSTING NUMBER WITH YOUR APPLICATION

Date Posted: June 20, 2024 @ 1:00pm   Posting Deadline: Upon Successful Recruitment